



## WASHINGTON MILITARY DEPARTMENT POLICY

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### ADMINISTRATIVE POLICY NUMBER 12-00

### CONTRACTS

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#### 1. PURPOSE:

To establish a policy and provide guidance to the Washington Military Department (WMD) employees regarding contracting practices in the department. It also establishes the authority and responsibility of the State Finance Division for contracting oversight and controls.

#### 2. APPLICABILITY:

This policy applies to all employees of the WMD. This policy does not apply to contracts that are handled exclusively through the United States Property and Fiscal Office (USPFO).

#### 3. REFERENCES:

- a. State Administrative and Accounting Manual (SAAM), specifically Chapter 15-Personal Service Contracts.
- b. State of Washington Guide to Personal Service Contracting published by the Office of Financial Management.
- c. State of Washington Guide to Client Service Contracting published by the Office of Financial Management.
- d. Office of Management and Budget Circulars A-87, A-133, and A-102.
- e. Chapter 39 RCW, Public Contracts and Indebtedness
- f. Chapter 42.52, RCW, Ethics in Public Service
- g. Chapter 43.19, RCW Department of General Administration
- h. Chapter 43.105, RCW Department of Information Services
- i. Title 236-48, WAC, Department of General Administration, Office of State Procurement
- j. Title 292, WAC Ethics in Public Service
- k. General Administration Memorandum delegating levels of contracting authority for construction and/or Engineering and Architectural services.

#### 4. POLICY

The WMD shall comply with all contracting regulations or guidelines published by the following state departments: Office of Financial Management (OFM), Department of General Administration (GA) and the Department of Information Services (DIS). In addition, WMD shall adhere to and be in full compliance with all state and federal laws, administrative rules, regulations, and applicable directives relevant to state contracting practices and procedures, including, but not limited to, competitive procurement of goods and services and utilization of certified minority and women-owned businesses consistent with the goals for state agencies.

The State Finance Division shall issue a contracting manual containing WMD-wide procedures for the development, processing, execution, and management of interagency/

intergovernmental agreements, personal service contracts, client service contracts, purchased service contracts, public works contracts, and grants. Competitive procurement practices shall be outlined in the manual and specific procedures for solicitation and competitive bidding shall be included. The use of Informal Competition (Evidence of Competition), Request for Proposals (RFP) and Request for Qualifications (RFQ) shall follow all applicable state and federal procurement guidelines and regulations. WMD employees will adhere to all procedures in the manual.

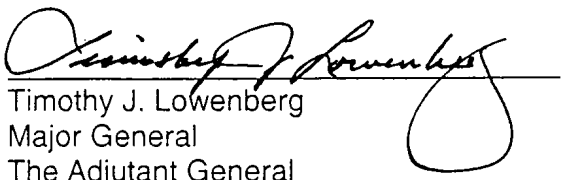
The following policy statements shall be followed:

- a. The overall coordination and administration of contract development and execution for the WMD shall be assigned to the State Finance Director.
- b. The State Finance Division is required to review all contracts for compliance with applicable regulations prior to execution for the WMD.
- c. The State Finance Division shall act as the official repository for all WMD executed contracts. The originator of the contractual documents shall have the responsibility for ensuring that the repository is complete. The contracting manual shall specify the content and location for all contract documents to meet records management requirements and audit.
- d. All Grants, Awards, Cooperative Agreements, or any funding vehicles being applied for or sought by the WMD shall be reviewed and initialed by the respective Division Director and the State Finance Director prior to forwarding to the WMD Director for final approval and submission to the funding entity.
- e. No work shall be commenced on behalf of the State by a contractor, nor shall the WMD commence performance upon any contract until a written agreement has been duly executed by the WMD Director or his designee (as indicated on the signature authority listing). Exceptions may occur for Presidentially Declared Disasters, for actions in support of emergency operation center activations, for situations in which federal funds are anticipated but not yet received, or as otherwise allowed by statute.

The WMD Director shall issue written delegated signature authority for all contracts. If a contract is not signed by an approved signature authority, it shall be deemed to be invalid.

This policy supersedes any and all previous WMD policies of the same name or topic in existence prior to the effective date of this policy.

This policy will be reviewed and updated as determined appropriate by the State Finance Director and/or the WMD Director.

  
Timothy J. Lowenberg  
Major General  
The Adjutant General  
Director, Washington Military Department

23 June 2002  
Date